

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND

POSITION DESCRIPTION

POSITION TITLE: MEDIA SPECIALIST III

POSITION LOCATION: ASDB

POSITION REPORTS TO: Principal

POSITION SUPERVISES: Media Artist, Librarian, Library Aide, Technical Aide & Technology Teacher

MINIMUM QUALIFICATIONS:

Master's Degree in Deaf Education with course work/experience in library, technology or media. Fluency in American Sign Language. Certified or eligible to be certificated as a supervisor by Arizona State within two years of hire or placement.

or

Degree in library science, technology or media with course work or experience in Deaf Education. Fluency in American Sign Language. Certified or eligible to be certificated as a supervisor by Arizona State within two years of hire or placement.

and

Experience as a supervisor or work leader.

PREFERRED QUALIFICATIONS:

Degree in Administration and Supervision. Supervisory or administrative experience in a school setting. Experience with educational media and technology in a school setting

MAJOR DUTIES & RESPONSIBILITIES:

Manage library, technology, and media services to support curricula including ensuring that educational media is produced and library programs are offered for students; coordinate production of public relations materials for the schools and administration; develop plans for repair and replacement of equipment; recruit, supervise, and evaluate staff in library, media, and technology areas; assist in production of videotapes and materials; provide staff training with computers; communicate with ASD and ASB to determine library, media and technology needs, managing budgets; manage copy service; teach media classes to students; place computer equipment to serve all students and staff; manage phone system and video communication system; purchase and distribute general school supplies; provide support to Statewide Services as determined by administration. Other related duties as assigned.

KNOWLEDGE & SKILLS:

Good organizational skills; ability to work well with staff, students, parents and administrators; ability to train others in various software applications; good verbal, sign and writing skills; good knowledge of budget and purchasing procedures; excellent computer skills; ability to coordinate services to a variety of departments; knowledge of current trends in Educational Media; knowledge of up-to-date equipment; knowledge of Augmentative Communication; excellent media production skills.

SPECIAL CONDITION/REQUIREMENT: Must utilize appropriate personal protective equipment as required.